



COUNTY OF YORK JOB DESCRIPTION
CHIEF OF HOUSING
COMMUNITY SERVICES
HOUSING DIVISION

Human Resources Division
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
Fax: 757-890-3699

GENERAL STATEMENT OF THE JOB

Responsible and accountable for administering the County's housing programs and providing supervision and direction to Housing staff. Designs, directs, and implements housing programs including rental subsidy programs, housing rehabilitation, neighborhood revitalization, affordable housing initiatives, and other housing activities. Prepares, monitors, and administers the division's budget. Responsible for grant preparation and submittal of required reports for grants. Directs and supervises administrative and professional staff. Ensures adherence to applicable laws, rules, and regulations. Work is performed under minimal supervision of the Director of Community Services.

ESSENTIAL JOB FUNCTIONS

Plans, coordinates, assigns, and supervises activities of professional and paraprofessional staff working in housing programs, which include inspecting properties, accepting applications, the compilation, analysis, and interpretation of data, and the preparation of various reports.

Supervises and provides direction to Housing Division staff; responsible for the overall budget preparation, monitoring of the general ledger, scheduling of personnel, and other human resources matters.

Directs, implements, and administers comprehensive housing programs including rental subsidy programs, housing rehabilitation, neighborhood revitalization, affordable housing initiatives, etc.; ensures all programs are in compliance with policies and procedures as well as laws and regulations.

Prepares grant applications, including supporting documentation; reviews and submits required statistical reports.

Develops white papers and proposals, a variety of reports and correspondence as needed.

Receives and responds to inquiries from the general public.

Assists the Director of Community Services as requested.

Attends seminars, conferences, and workshops as appropriate; maintains professional contacts in order to enhance and update knowledge of trends and developments in the fields of housing, and neighborhood revitalization.

ADDITIONAL JOB FUNCTIONS

Participates in special projects as assigned.

Performs other related work as required.

ENTRY KNOWLEDGES, SKILLS, AND ABILITIES

Thorough knowledge of housing and neighborhood revitalization trends and issues.

Thorough knowledge of personal computers, including knowledge of word processing, spreadsheet, and data base software.

Thorough knowledge of management principles and practices.

General knowledge of local and state government organizational processes and operations.

General knowledge of statistical theory, including standard deviation and analysis of variance.

Excellent written and oral communication skills.

Ability to develop and maintain effective working relationships.

EDUCATION AND EXPERIENCE

A Master's degree in public administration, government, human services, or a closely related field, and extensive (6 - 9 years) experience in an increasingly responsible management position in the housing field, or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the Commonwealth of Virginia. Requires an acceptable background check.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines which include a computer, printer, calculator, etc. Work involves sitting most of the time, but may involve walking or standing for periods of time while doing an inspection.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking to others to convey or exchange information. Includes giving instructions, assignments and/or directions to coworkers or assistants, and receiving instructions, assignments and/or directions from others.

Language Ability: Requires the ability to read reports, manuals, etc. Requires the ability to prepare reports, studies, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Intelligence: Requires the ability to apply principles of rational systems as applied to fiscal processes and methods to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract, multiply and divide; to determine percentages and decimals; understand and apply the theories of algebra, descriptive statistics, statistical inference, and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____